

**CHIEF PROBATION OFFICER**  
(Executive Management)

**MISSION:**

To secure and protect the public through the assessment of offender risk and needs; to ensure compliance with Court orders; to operate confinement facilities; and to provide community supervision which benefits this community and enables the offender's lawful behavior.

**AUTHORITY:**

- (1) California Code of Civil Procedure, Section 131.3
- (2) California Welfare and Institutions Code, Sections 270 & 271
- (3) County of San Diego Charter, Article VII, Section 700.

**GENERAL DUTIES AND RESPONSIBILITIES:**

Plans, directs, organizes, coordinates, and evaluates the overall activities and operation of probation services and facilities; establishes and implements departmental policies and procedures and establishes departmental work programs; coordinates probation functions and program development with other County, State and local welfare and law enforcement agencies as well as with private and public groups; attends and conducts policy meetings and confers with the Chief Administrative Officer to aid in the determination and establishment of general programs and policies and coordination of department projects; maintains extensive and continual contacts with courts providing advice consulting in special cases, establishing and setting standards for new programs, and identifying and resolving court needs; develops annual budget and monitors revenue and expenditure transactions; conducts fiscal analysis and prepares cost projections; identifies operational problems and formulates appropriate solutions; responds to inquiries from the news media and other interested parties; and supervises subordinate staff.

**MINIMUM QUALIFICATIONS:**

**Thorough Knowledge of:**

- California Penal Code, Evidence Code, Welfare and Institutions Code, and related case law.
- California Rules of the Court and related procedures of San Diego Superior and Municipal Court judicial districts.
- Current issues in Criminal Justice Administration relative to preventative and/or remedial services to probationers.
- Policy/procedures development and implementation related to the Probation department and function.
- Application of modern principles and methods of administration relative to the planning, development and implementation of a varied program of probation services designed to anticipate and respond to probationer's needs.
- Principles of public administration including personnel or human resources management, fiscal management, and accounting.
- The General Management System in principle and in practice.

**Skills and Abilities to:**

- Plan, organize, direct, and evaluate the overall activities and operation of probation services and facilities.
- Identify and resolve departmental operational problems.
- Prepare annual budget and monitor expenditures and revenue.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare executive level correspondence and reports.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective and diplomatic work relationships with public officials, courts, media, and representatives from outside agencies.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience that demonstrate possession of the knowledge and skills listed above. An example of such education/experience is: Possession of a bachelor's degree from an accredited college or university in criminology, corrections, counseling, psychology, social work, or a closely related field; AND, seven (7) years of full-time paid experience in the probation field, three (3) years of which must have been at the management level.

**Note:** The incumbent must meet the minimum standards specified in Sections 1029 and 1031 of the Government Code for a peace officer under Section 830.5, and any other continuing requirements established by law.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:****License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange necessary transportation for field travel. Employees in this class may be required to use their personal vehicle.

**Background Investigation:**

Must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity, recency. Applicants will be subject to a thorough background check.